

Community Development-Planning Board WWPD Special Permit Flow Chart

Application Start*

Submit your application and sixteen (16) copies of your plans set, demonstrating how your proposal meets the criteria in **Section 601**.** This application may be submitted conjointly with a building permit application.

Technical Review Committee

Following a Wetland and Watershed Special Permit proposal submittal, you will be scheduled for a Technical Review Committee meeting (TRC) with Town Committees and Staff. Following the TRC meeting you will receive written comments.

Review/Scheduling

Following a Completed Wetland and Watershed Special Permit Application (WWPD) submittal, your proposal will be:

- 1) Reviewed by the Conservation Commission & Code Enforcement Officer, per **Section 601.4.8**.
- 2) Scheduled for Review at a Planning Board Meeting.

*Variance/If Required

If proposed use is not listed as a “permitted use” under **Section 601.4**, a **Variance** is required from the Zoning Board of Adjustment. The applicant must submit a completed Variance Application and receive Variance approval prior to review by the Planning Board.

Application Finish

If the application is approved then Community Development staff will notify the applicant and the Building Inspector that the application was approved. If the application is approved with conditions, you have 120 days to meet all conditions. If the application is denied, you have 30 days to appeal the Board’s decision to the Zoning Board of Adjustment.

Planning Board Action

The Planning Board will review your application at a meeting and either: approve the proposal, approve the proposal with conditions, or deny the proposal.

Public Notification/Staff Review

Staff will advertise the Public Hearing in the Newspaper and send out abutter notifications via Certified Mail. The applicant will receive a Staff Report including any outstanding comments/concerns from the Conservation Commission and TRC.

****Refer to the Section 601 of the Zoning and Land Use Regulation for more detailed information**